Installing the Ceiling Cover on the Fan Motor Housing

(For Close-to-the-Ceiling Mounting)

NOTE: The decorative lower cover, coupler cover and hanger ball assembly are not needed for close-to-the-ceiling mounting.

☐ 1. Remove and retain three screws from the top of the motor housing (Figure 9).

☐ 2. Position the rubber gasket (supplied in parts bag) on the motor housing (small holes in gasket cenered over the screw holes in the housing) Figure 9.

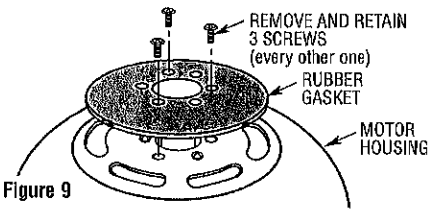

Figure 9

☐ 3. Position the ceiling cover onto the top of the motor housing and reattach the three screws previously removed (Figure 10).

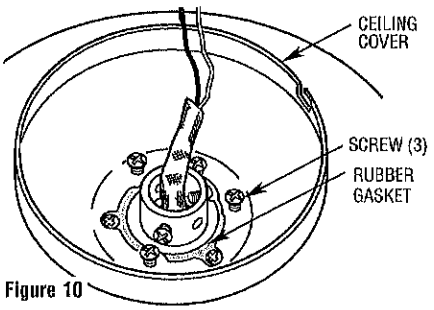

Figure 10

Installation of Hanger Bracket

⚠ WARNING

The fan must be hung with at least 7' of clearance from floor to blades (Figure 11).

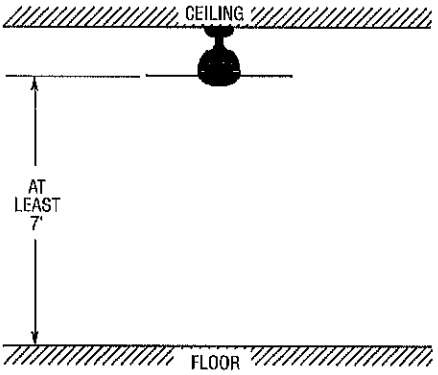

Figure 11

⚠ WARNING

The outlet box and joist must be securely mounted and capable of supporting at least 35 lbs. Use only a U.L. outlet box listed as "Acceptable for Fan Support".

☐ 1. Position the hanger bracket on the outlet box so that the T-slots in the hanger bracket are aligned with the outlet box screws (Figure 12).

NOTE: The four hanger bracket screws and lockwashers are included in the parts bag for this fan. Must be installed for Dual-Mount and NOT used with Downrod (standard) Mount.

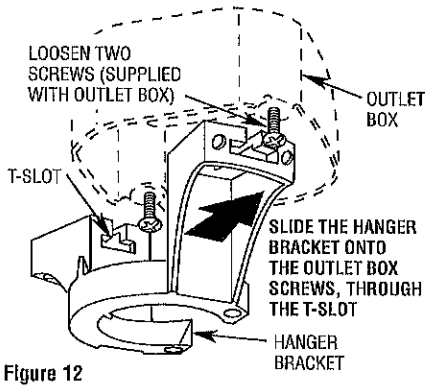

Figure 12

⚠ WARNING

To reduce the risk of fire, electric shock, or personal injury, mount fan to outlet box marked "Acceptable for Fan Support", and use screws supplied with outlet box. Most outlet boxes commonly used for support of light fixtures are not acceptable for fan support and may need to be replaced. Consult a qualified electrician if in doubt.

⚠ WARNING

Turning off wall switch is not sufficient. To avoid possible electrical shock, be sure electricity is turned off at the main fuse box before wiring. All wiring must be in accordance with National and Local codes and the ceiling fan must be properly grounded as a precaution against possible electrical shock.

NOTE: The hanger bracket must be mounted flush with the ceiling in order for the ceiling cover to install properly. If necessary, use leveling washers (not supplied) between the outlet box and the hanger bracket.

☐ **2.** Slide the hanger bracket onto the outlet box screws. Center the bracket over the outlet box and then securely tighten the screws (Figure 13).

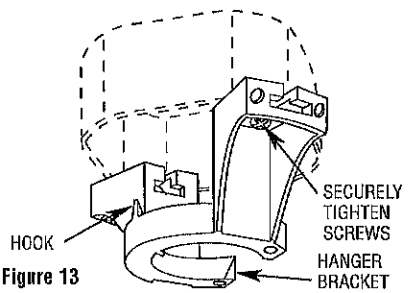

Figure 13

⚠ WARNING

Hanger bracket must seat firmly against outlet box. If the outlet box is recessed, remove wall board until bracket contacts box. If bracket and/or outlet box are not securely attached, the fan could wobble or fall.

How to Hang Your Ceiling Fan For Close-to-the-Ceiling Mounting

☐ **1.** For close-to-the-ceiling mounting, the two decorative upper covers must be removed before installation to hanger bracket (Figure 14).

☐ **2.** Carefully lift the fan assembly up to the hanger bracket. Pass the hook on the hanger bracket through one of the screw holes (not the slots) in the ceiling cover (Figure 14). The hook must pass from the inside of the ceiling cover to the outside. The hook will hold the fan assembly while connecting the wiring.

⚠ WARNING

The hook must pass through the screw hole in the ceiling cover from the inside to the outside. Any other hanging method may cause the hook to break and the fan to fall.

☐ **3.** Loosely install two M5 x 10mm screws and lockwashers (supplied) in hanger bracket at this time. The remaining two lockwashers and screws will be installed after the ceiling fan is hung (Figure 14).

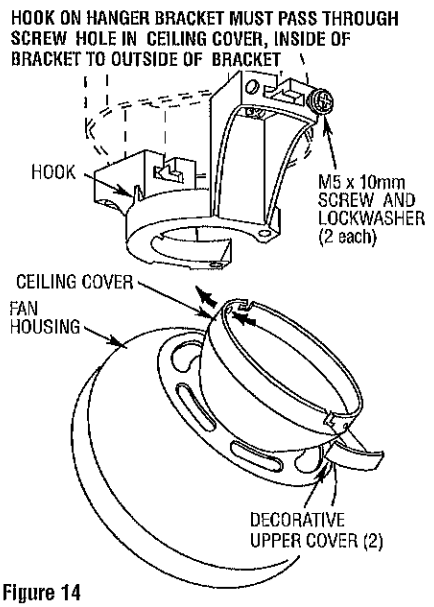
HOOK ON HANGER BRACKET MUST PASS THROUGH SCREW HOLE IN CEILING COVER, INSIDE OF BRACKET TO OUTSIDE OF BRACKET
HOOK
M5 x 10mm SCREW AND LOCKWASHER (2 each)
CEILING COVER
FAN HOUSING
DECORATIVE UPPER COVER (2)

Figure 14

How to Hang Your Ceiling Fan For Standard Mounting

☐ 1. Carefully lift the fan assembly and seat the hanger ball in the hanger bracket (Figure 15). The tab on the hanger bracket must seat in the groove in the hanger ball.

⚠ WARNING

Failure to seat tab in groove could cause damage to electrical wires and possible shock or fire hazard.

⚠ WARNING

To avoid possible fire or shock, do not pinch wires between the hanger ball/downrod assembly and hanger bracket.

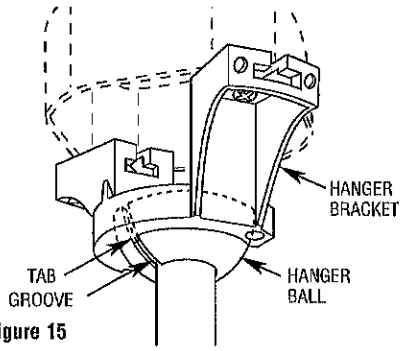

Figure 15

How to Wire Your Ceiling Fan

If you feel that you do not have enough electrical wiring knowledge or experience, have your fan installed by a licensed electrician.

⚠ WARNING

Turning off wall switch is not sufficient. To avoid possible electrical shock, be sure electricity is turned off at the main fuse box before wiring. All wiring must be in accordance with National and Local codes and the ceiling fan must be properly grounded as a precaution against possible electrical shock.

NOTE: Make all wiring connections using wire connectors (supplied). Make sure that all connections are tight, including ground, and that no bare wire is visible at the wire connectors, except for the ground wire.

☐ 1. Connect the green grounding lead from the hanger ball and the green grounding lead from the hanger bracket to the grounding conductor of supply (this may be a bare wire or wire with green colored insulation). Securely connect wires with wire connectors supplied.

NOTE: When wiring the ceiling fan for close-to-the-ceiling mounting, there will be no green grounding lead from the hanger ball.

NOTE: If you are using an Emerson Light Fixture with your fan, see Light Fixture Owner's Manual for wiring.

☐ 2. Securely connect the fan motor white wire to the supply white (neutral) wire using wire connector supplied (Figure 16). Securely connect the fan motor black wire to the supply black (hot) wire using wire connector supplied (Figure 16).

☐ 3. If a downlight is not being installed cap the blue wire using a supplied wire connector. If a downlight is being installed a separate hot supply must be available or an optional Emerson accessory control must be used. Follow the installation instruction of the accessory control, if used.

☐ 4. After connections have been made, turn leads upward and carefully push leads into the outlet box, with the white and green leads on one side of the outlet box and the black and blue leads on the other side of the outlet box.

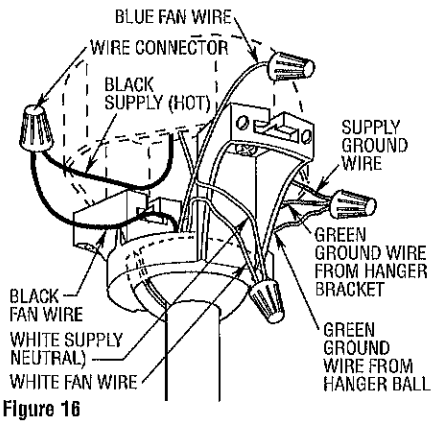

Figure 16

⚠ WARNING

Check to see that all connections are tight, including ground, and that no bare wire is visible at the wire connectors, except for the ground wire. Do not operate fan until blades are in place. Noise and fan damage could result.

Installation of Ceiling Cover For Close-to-the-Ceiling

NOTE: When installing the ceiling fan using the close-to-the-ceiling method, carefully lift the fan assembly from the hook on the hanger bracket and proceed as follows.

☐ **1.** After connections have been made, turn leads upward and carefully push leads into the outlet box, with the green equipment-grounding conductor and white grounded neutral conductor on one side of the outlet box and the black and blue ungrounded conductors on the other side of the outlet box.

☐ **2.** Lift the ceiling cover up to the hanger bracket. Engage the slots in the ceiling cover with the loosened screws in the bracket and turn the cover counter-clockwise (Figure 17). Be sure that the lockwashers are between the screw heads and the ceiling cover.

☐ **3.** Install the remaining two lockwashers and screws (supplied); tighten all four screws securely.

⚠ WARNING

To avoid possible fire or shock, make sure that the electrical wires are completely inside the outlet box and not pinched between the ceiling cover and the ceiling.

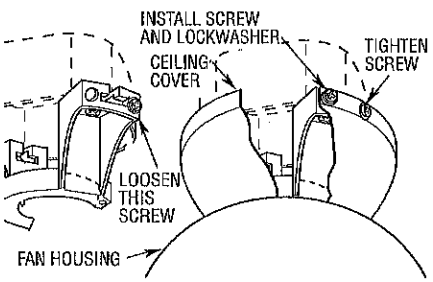

Figure 17

Installation of Ceiling Cover For Standard Mounting

☐ **1.** After connections have been made, turn leads upward and carefully push leads into the outlet box, with the green equipment-grounding conductor and white grounded neutral conductor on one side of the outlet box and the black and blue ungrounded conductors on the other side of the outlet box.

⚠ WARNING

To avoid possible fire or shock, make sure that the electrical wires are completely inside the outlet box and not pinched between the ceiling cover and the ceiling.

☐ **2.** Screw the two 1-1/4" threaded studs (supplied) into the tapped holes in the hanger bracket (Figure 18).

☐ **3.** Lift the ceiling cover up to the threaded studs and turn until the studs protrude through the holes in the ceiling cover (Figure 18).

☐ **4.** Position the ceiling cover ring onto the threaded studs and secure both the ceiling cover and ring in place by sliding lockwashers (supplied) over the threaded studs and installing the two knurled knobs (supplied). (Figure 18). Tighten the knurled knobs securely until the ceiling cover fits snugly against the ceiling.

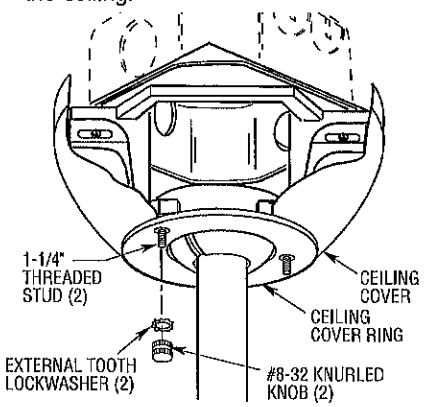

Figure 18

Using Your Ceiling Fan

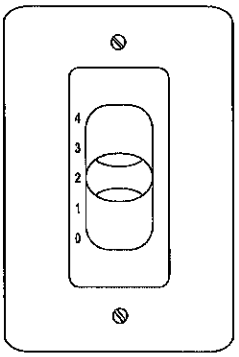

Figure 19

IMPORTANT

Fan installation must be completed, including the installation of the fan blades, before testing of the controls.

☐ **1.** Restore electrical power to the outlet box by turning the electricity on at the main fuse box.

☐ **2.** Check the operation of the fan by sliding the bar of the control through the four positions marked 1 - 4 ("0" position is OFF) (Figure 19).

☐ **3.** All fans are shipped from the factory with the reversing switch positioned to circulate air downward. If airflow is desired in opposite direction, turn your fan OFF and wait for the blades to stop turning, then slide the reversing switch to the opposite position, and turn fan on again (Figure 20).

☐ **4.** The fan blades will turn in the opposite direction and reverse the airflow.

Reverse Switch Information

Season	Rotation Direction	Switch Position
Summer	Counter-Clockwise	Right
Winter	Clockwise	Left

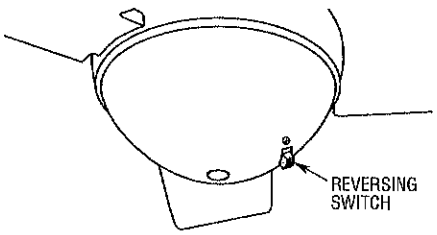

Figure 20

Accessories

☐ **1.** Downrod Extension Kits (see store or catalog).

☐ **2.** Ceiling Fan Controls (see store or catalog).

☐ **3.** Light Kits (see store or catalog).

⚠ WARNING

The use of any other control not specifically approved for this fan could result in fire, shock and personal injury.

⚠ WARNING

This product is designed to use only those parts supplied with this product and/or any accessories designated specifically for use with this product by Emerson Electric Co. Substitution of parts or accessories not designated for use with this product by Emerson Electric Co. could result in personal injury or property damage.

Maintenance

IMPORTANT CARE INSTRUCTIONS for your Ceiling Fan

Periodic cleaning of your new ceiling fan is the only maintenance that is needed.

When cleaning, use only a soft brush or lint free cloth to avoid scratching the finish.

Abrasive cleaning agents are not required and should be avoided to prevent damage to finish.

⚠ WARNING

Do not use water when cleaning your ceiling fan. It could damage the motor or the blades and create the possibility of an electrical shock.